Instructions for Completing Check Request Form

The Check Request Form may be used for the following:

- Subscriptions
- Memberships
- Books with an order form
- Postage for bulk mailings
- Newspaper ads
- Reimbursements to employees not processed on a Local or Professional Travel Form, or Staff Meeting Reimbursement Form

1. Complete the Check Request Form as indicated. Employees requesting reimbursement need to provide their CWID number in the space provided at the top of the form. Employee reimbursements are made via EFTs to employee bank account on record.
2. Obtain all appropriate signatures prior to submitting form to business office.
3. Adequate budget funds should be available to cover check request. Attach supporting documentation including original receipts, invoices, or order forms when submitting check request.
4. Indicate how the check should be distributed. Allow seven working days to process check request.

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGANIZATION NUMBER</th>
<th>ACCOUNT NUMBER</th>
<th>VENDOR INVOICE NUMBER</th>
<th>DATE OF INVOICE</th>
<th>DESCRIPTION / BUSINESS PURPOSE</th>
<th>AMOUNT</th>
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Check Distribution - Please check one:

- [ ] RETURN CHECK TO (please indicate)
- [ ] MAIL CHECK 4
  - [ ] CPC
  - [ ] PRC
  - [ ] BCC
- [ ] MAIL CHECK WITH ATTACHMENT 2
  - [ ] CYC
  - [ ] PRC
  - [ ] BCC
- [ ] SPECIAL HANDLING 2
  - [ ] ALLEN
  - [ ] CHEC
  - [ ] CPC
  - [ ] CYC
  - [ ] PRC
  - [ ] BCC

Business Office Use Only

- [ ] ACCOUNTS PAYABLE USE ONLY

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<thead>
<tr>
<th>DATE RECEIVED</th>
<th>SCANNED</th>
<th>INDEXED</th>
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<tbody>
<tr>
<td>BY</td>
<td>BY</td>
<td>BY</td>
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Red 12/2010